

The Commonwealth of Massachusetts
Executive Office of Administration and Finance
Designer Selection Board

1 Ashburton Place, Room #1609
Boston, Massachusetts 02108

TEL: (617) 727-4046
FAX: (617) 727-6060

PUBLIC NOTICE #04-06

August 4, 2004

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #04-06**. Applicants are requested to submit a separate Designer Selection Board Application **2000 Form (15 COPIES)** for each project for which they wish to be considered. **PLEASE NOTE THAT THE NEW APPLICATION FORM ISSUED AS OF JANUARY 1, 2000 HAS BEEN REVISED.** The new revised form is entitled **DSB 2000, REV. 08/04, Application Form**. An electronic copy of the new DSB 2000 Master File Brochure Rev 3/01 and the new DSB 2000, REV. 08/04 Application Form in Microsoft Word for Windows ® 97 is available from the Web site address http://www.state.ma.us/cam/forms/fi_dselectboard.html or can be e-mailed upon request to Thomas.Kinney@state.ma.us placing "DSB Forms" in the subject line. **Please be sure to use the revised form.** **Application closing date for projects on List ##04-06 is 2:00 p.m., WEDNESDAY, August 25, 2004.** Copies of the advertisements may be found on the web by going to the DCAM web-site at http://www.mass.gov/cam/whatsnew/WN_DSB.html. Free copies may be picked up by calling in person at the DSB Headquarters, ROOM 1609, ONE ASHBURTON PLACE, BOSTON, MA 02108. Please utilize return receipt, registered, or certified mail if acknowledgment of delivery of application(s) is desired. *Forms which may be reproduced can be picked up free of charge on regular work days between 8:45 a.m. - 5:00 p.m. at the above address. Bearer must prepare his own receipt for hand delivered data if a receipt is desired.

This Public Notice, including attachments, may be duplicated by any and all interested persons and is being furnished to the following societies for their information and disposition:

Boston Society of Architects, 52 Broad Street, Boston, MA 02109

Western Mass. Chapter of the AIA, 52 Broad Street, Boston, MA 02109

Boston Society of Landscape Architects, 19 Harrison Street, Framingham, MA 01702

American Council of Engineering Companies of Massachusetts (ACEC/MA), 1 Walnut Street, Boston, MA 02108

Boston Society of Civil Engineers, 1 Walnut Street, Boston, MA 02108

Mass. Society of Professional Engineers, c/o The Engineering Center, One Walnut Street, Boston, MA 02108-3616

Associated General Contractors of Massachusetts, 888 Worcester Street, Wellesley, MA 02181

American Planning Association, MA Chapter, UMASS Dept. of Landscape Architecture & Regional Planning, 109 Hills North, Amherst, MA 01003, Attn: Dale Morrow

New England Chapter ASID, 1 Design Center Place, Suite 311, Boston, MA 02210

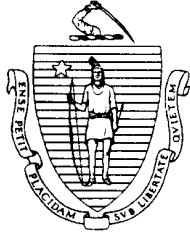
State Office of Minority and Women Business Assistance, State Transportation Building, 10 Park Plaza, Suite 3740, Boston, MA 02116

Please note the following: This Public Notice #04-06 includes: (a) the procedures for conforming to Executive Order #390 (Minority and Women Owned Business Participation)

**ALL APPLICATIONS MUST BE SUBMITTED ON THE NEW DSB 2000, REV. 08/04 APPLICATION FORM
(ENCLOSED HEREIN)**

FAILURE TO DO SO WILL BE THE BASIS FOR REJECTION OF YOUR APPLICATION.

Gordon P. Sainsbury, AIA; RIBA
EXECUTIVE DIRECTOR, DESIGNER SELECTION BOARD



The Commonwealth of Massachusetts
Executive Office of Administration and Finance
Designer Selection Board
1 Ashburton Place, Room #1609
Boston, Massachusetts 02108

TEL: (617) 727-4046
FAX: (617) 727-6060

PUBLIC NOTICE

TO:	Boston Herald	One Herald Square, Legal Ads	Boston, 02106
	Boston Globe	P.O. Box 2378, Classified Legal Ads	Boston, 02107-2378
	Worcester Telegram	20 Franklin Street, Legal Ads	Worcester, 01609
	The Republican	1860 Main Street, Legal Ads	Springfield, 01101
	Berkshire Eagle	P.O. Box 1171	Pittsfield, 01202-1171
	New Bedford Standard Times	25 Elm Street	New Bedford, 02742
	Brockton Enterprise	60 Main Street, Legal Ads	Brockton, 02401
	Patriot Ledger	400 Crown Colony Drive,	Quincy, 02269
	Lowell Sun	15 Kearney Street, Legal Ads	Lowell, 01852
	North Adams Transcript	124 American Legion Drive	North Adams, 01247
	Cape Cod Times	P.O. Box 550, Legal Ads	Hyannis, MA 02601
	Nashoba Publications	78 Barnum Road	Devens, MA 01432
	Fitchburg Sentinel & Enterprise	808 Main Street	Fitchburg, MA 01420

FROM: Designer Selection Board

DATE: July 28, 2004

SUBJECT: Classified Legal Advertisement

On Friday, August 6, 2004, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #DCP 2009 -40406 AD.

Gordon P. Sainsbury, AIA; RIBA
EXECUTIVE DIRECTOR
DESIGNER SELECTION BOARD

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

Engineers and architects are advised that DSB Project List #04-06, dated August 4, 2004 describing Three (3) Division of Capital Asset Management and Maintenance (DCAM) projects is now available. Free copies may be picked up by calling in person at DSB HEADQUARTERS, ROOM 1609, ONE ASHBURTON PLACE, BOSTON, MA 02108. Copies of the advertisements may be found on the web by going to the DCAM web-site at http://www.mass.gov/cam/whatsnew/WN_DSB.html. Application closing date is 2:00 p.m., WEDNESDAY, August 25, 2004.

PUBLIC NOTICE

DESIGNER SELECTION BOARD

PUBLIC NOTICE

APPLICANTS PLEASE NOTE:

The following requirements were implemented on the following dates and continue to be requirements.

August 2004:

- Applicants are now required to submit Designer Selection Board Application 2000, REV. 08/04.
- Please be advised that the following words have been inserted into the DSB Application Form:
3e ... For Study ... For Design
6 ... name of person in charge of the discipline

February 2004:

- Applicants are now required to submit Designer Selection Board Application 2000, REV. 02/04.
- Applicants are now required to respond to Question #10 as noted on page 8 of the application form.

December 2003:

- It is a requirement that all applicants supply signed DSB SC-A's (SUB-CONSULTANT ACKNOWLEDGMENT) for each listed sub-consultants stating that they are aware and agree to being nominated by said applicant. This form is now the last page of the DSB Application Rev. 02/04.
- Failure to supply above documents may result in rejection of application.
- New Section on the Web: Most Common Mistakes On Applications at (http://www.state.ma.us/cam/dbwdcam/db_dsbcommon.html)

October 2003:

- Please be advised that only those consultants listed in the advertisement should be nominated in the application by the Prime consultant. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested in order to fulfil the MBE/WBE is unacceptable and will severely limit the Prime's chances of being appointed to the project.

March 2003:

- Please be advised that following line has been inserted into the application (DSB 2000 Application Form (Rev.03/03)), and the general instructions:

By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected.

- Please be advised that following words have been inserted:
3a. ... "of primary office"
3f. change size to # of personnel
3g. change location to address
7c. add "and address"

DSB 2000 MASTER FILE BROCHURE

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master **brochure as specified on the new DSB Master File 2000 Brochure Rev 3/01, (attached herein), or an existing Master File Brochure (if it was submitted within the past year)**. Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Please note that copies of the new form are available from the DSB at DSB Headquarters, Room 1609, 1 Ashburton Place, Boston, MA 02108. Electronic copies of the forms are available through the Commonwealth's web site at http://www.state.ma.us/cam/forms/fi_dselectboard.html and by email request to Thomas.Kinney@state.ma.us

CHAPTER 579

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

Section 38G

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under section thirty-eight F. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB

1. Submission of Master File Brochure Data **or the DSB 2000 Master File Brochure** Rev 3/01 in the format required, and at least annually, continuously update same. **Note that the Master File Brochure currently on file with the DSB can be utilized in place of the new DSB 2000 Master File Brochure until such time as the current Master File Brochure is in need of renewal.**
2. **Updating of the DSB 2000 Master File Brochure Rev 3/01** when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. Receipt of applications from designers, and his/her consultants, who do not maintain a continuous on-going business shall disqualify the applicant.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the standard contract for Designer Services DCAM Form C-2 or the standard contract for Studies, Programs, Master Plans & Reports, DCAM Form C-3.
7. Chapter 7, Section 38H(e) (iv) requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
 - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAM), and continue to do so annually throughout the term of the contract;
 - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7, §38A½ follows:

"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the

project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]

(iv) if a joint venture, each joint venturer satisfies the requirements of this section.

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, study, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 18 of the standard design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$1,000,000.

CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS

IN CONFORMANCE WITH CHAPTER 7, SECTION 38F

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
 - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
 - b. Effectiveness of meeting established program requirements and function within allotted budget.
 - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
 - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
 - e. Coordination and management of consultants.
 - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or subconsultants in a role consistent with the participation goals set forth for the project.
 - a. The Designer Selection Board adheres to Executive Order #390 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 6-10)
 - b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

PARTICIPATION BY MINORITY OWNED BUSINESSES AND WOMAN OWNED BUSINESSES

Pursuant to Executive Order 390, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively M/WBEs) on contracts for design services entered into by DCAM.

GOALS

Subject to the terms of this memorandum, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM reserves the right to reduce or waive the M/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15th Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.

DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance (“SOMWBA”). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise (“DBE”), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/ WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAM’s Compliance Office (i) a Letter of Intent for each of the M/ WBEs that will perform work under the contract, and (ii) a Schedule of M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAM’s Compliance Office shall review and either approve or disapprove the Designer’s submissions. Without limitation, DCAM reserves the right to reject the Letter of Intent of any M/WBE that is to perform work in a category that is not listed in its SOMWBA certification, or if the price to be paid for the M/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAM. If the Designer has not submitted an appropriate Schedule of M/WBE Participation and appropriate Letters of Intent and SOMWBA certification letters establishing that the M/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAM may award the contract to the second ranked Designer, subject to that Designer’s compliance with these conditions.

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer’s request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to W/ MBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to W/ MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/ WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/ MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to M/ WBEs with telephone calls or personal visits in order to determine with certainty whether the M/ WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/ WBEs that need assistance in obtaining bonding , insurance, or lines of credit with suppliers if the inability of M/ WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from M/ WBEs, and/or sent written notification to M/WBE economic development assistance agencies , trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/ WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION
BY MINORITY/WOMEN BUSINESS ENTERPRISES
DIVISION OF CAPITAL ASSET MANAGEMENT**

DCAM Project Number _____ Project Location _____

Project Name _____

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

BIDDER CERTIFICATION:

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MBE Goal: \$ _____

Total Dollar Value of MBE Commitment: \$ _____

WBE Goal: \$ _____

Total Dollar Value of WBE Commitment: \$ _____

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer _____ Authorized Signature _____

Business Address _____ Print Name _____

_____ Title _____

Telephone No. _____ Fax No. _____ Date _____

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

THIS OFFICIAL FORM MAY NOT BE ALTERED
POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS

Amended by the Designer Selection Board on December 15, 2000

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
 - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
 - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
 - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. **As of 08/01/04, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Master File Brochure is replaced by the DSB Master File 2000 Brochure Rev 3/01 (included herein); DSB Application is replaced by the DSB 2000 Application Form Rev 08/04 (included herein). Please note that the Master File Brochure currently on file with the DSB can be utilized in place of the DSB Master File 2000 Brochure Rev 3/01 until such time as the current Master File Brochure is in need of renewal (yearly). All specific project applications must be submitted on the new DSB 2000 Application forms. Submissions that are on the old Form DSB-1 will not be accepted.**
2. An electronic copy of the new DSB 2000 Master File Brochure Rev 3/01 and the new DSB 2000 Application Form Rev 08/04 in Microsoft Word for Windows ® 97 is available for download from the Web site address: http://www.state.ma.us/cam/forms/fi_dselectboard.html or one can send an email with "DSB Forms" in the subject line to Thomas.Kinney@state.ma.us. Hard copies, or an electronic copy on disk may also be obtained by calling in person at the DSB Headquarters, Room 1609, 1 Ashburton Place, Boston, Ma 02108. Requesters must provide their own diskette and only Microsoft word for windows ® 97 are available. Forms will be mailed to all persons providing the DSB with their name and address and enclosing \$1.65 in postage stamps for first class mailing. No cash or checks will be accepted.
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 15 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
4. Cover letters, binders and superfluous material are strongly discouraged.
5. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
6. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
7. **By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected.** There can be no change in consultants from those named unless approved by DCAM and reported to the Designer Selection Board (C.7, §38H(a)). It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
8. DCAM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB looks for registration in the disciplines listed in order to satisfy DCAM contract requirements.
9. **Eligibility requirements are set forth on page 5 of this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.**
10. **When the Prime applicant is to fulfil any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.**
11. **Current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.**
12. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.

13. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.
14. The Master File Brochure should be specifically prepared for the DSB with each response properly numbered. (Do not use Federal 254 and 255 forms) All information should be on 8 1/2" x 11" format, and properly bound as a single coherent document. Master File Brochures should be updated at least annually and any updates submitted after 04/01/00 must be submitted with the new DSB 2000 Master File Brochure Rev 3/01.
15. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
16. Current workload with DCAM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

NOTE **CMR 810 Publication/Instructions for Designers** (Form 9) is available for a cost of \$19.25 + postage for mailing, at the Massachusetts Secretary of State Bookstore, Room 116, State House, Boston. Telephone number is 727-2834. **Please note that Form 9 has been updated as of November, 1999.**

Please submit one (1) copy of this form and all supplementary materials and update at least yearly with the Designer Selection Board. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. Additional space may be added to the sections of the form as needed to respond to individual questions.

Purpose:

The policy of the Commonwealth of Massachusetts in acquiring architectural, engineering, and related professional services is to encourage firms lawfully engaged in the practice of those professions to submit annually a statement of qualifications and performance data. The Designer Selection Board 2000 Master File, "is provided for that purpose. Interested A/E firms (including new, small, woman and/or minority firms) should complete and file a DSB Master File Brochure in order to be considered for state projects under the jurisdiction of the Designer Selection Board. Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. All material shall become property of the Commonwealth, may be disposed of without notification, and shall be considered public information. An updated copy of this form must be on file with the DSB in order to be considered for specific project applications. Note that this form is based on the Federal 254 form but it is different in several respects. DO NOT USE THE FEDERAL STANDARD FORM 254.

Instructions for Filing (Numbers below correspond to numbers contained inform):

1. Type accurate and complete name of submitting firm, its address, telephone and zip code. 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.) 1b. Include Massachusetts Vendor ID for submitting firm if the firm has previously contracted with the Commonwealth of Massachusetts.
2. Provide date the firm was established under the name shown in question 1.
3. Show date on which form is prepared. All information submitted must be current and accurate as of this date.
4. Enter type of ownership, or legal structure, of firm (individual, sole proprietor, partnership, LLP, LLC, dba, corporation {public, private, professional}, joint venture, etc.) Note: If applicant is a joint venture, the information required in this application shall be required for each joint venturer, as well as for the joint venture itself. Check appropriate boxes indicating if firm is (A) SOMWBA Certified minority business enterprise (MBE); (B) SOMWBA Certified woman business enterprise (WBE); or (C) SOMWBA Certified minority woman business enterprise (M/WBE). Branches of subsidiaries of large or parent companies, or conglomerates should insert name and address of highest-tier owner.
- 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity (ies) and the year(s) of their original establishment.
6. List names and titles of all firm partners and officers, including the chief executive officer. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary.
7. If a corporation, LLC, LLP or other entity other than a partnership, provide the names of all members of the Board of Directors. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary.
8. Ownership Interest: Provide the names, addresses, % of ownership and Massachusetts registration number (if registered) of all persons with any ownership interest in the firm. If the firm is a publicly traded corporation, provide detailed information sufficient to demonstrate that a majority of the stock ownership is held by Massachusetts registered architects, landscape architects, or engineers, if such ownership exists. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary.
9. Show total number of employees on full time payroll, by discipline, in submitting office. (Average number employed throughout the preceding 6month period) Indicate numbers of employees with Mass. Registrations for Architects, Engineers and Landscape Architects by including number in brackets. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative". Write in any additional disciplines—sociologists, biologists, etc. – and number of people in each, in blank spaces.
10. Using chart (below) insert appropriate index number to indicate range of professional service fees received by submitting firm each calendar year for last five years, most recent year first. Fee summaries should be broken down to reflect the fees received each year for work performed directly for the (a)Federal Government or as a sub to other professionals performing work directly for the Federal Government; or any agency thereof, (b) any and all public bodies within the Commonwealth or any political subdivision thereof or any public authority therein (c) all other domestic and foreign work.

<div data-bbox="94 66 296 131"> DSB 2000 MFB REV. 3/01 </div>	<div data-bbox="527 66 1539 131"> Commonwealth of Massachusetts Designer Selection Board 2000 Master File Brochure Rev. 3/01 </div>	<div data-bbox="1587 66 1997 131"> Based on Standard Form 254 by GSA (Replaces DSB Master File Brochure 2000 as of 03/21/01) </div>										
<div data-bbox="94 155 512 180"> Ranges of Professional Services Fees </div> <div data-bbox="94 188 180 212"> INDEX </div> <div data-bbox="94 220 974 334"> <table> <tr> <td>1. Less than \$100,000</td> <td>5. \$1 million to \$2 million</td> </tr> <tr> <td>2. \$100,000 to \$250,000</td> <td>6. \$2 million to \$5 million</td> </tr> <tr> <td>3. \$250,000 to \$500,000</td> <td>7. \$5 million to \$10 million</td> </tr> <tr> <td>4. \$500,000 to \$1 million</td> <td>8. \$10 million or greater</td> </tr> </table> </div> <div data-bbox="94 367 974 1463"> <p>11. Select and enter, in numerical sequence, not more than thirty (30) "Experience Profile Code" numbers from the listing (next page) which most accurately reflect submitting firm's demonstrated technical capabilities and project experience. Carefully review list. (it is recognized some profile codes may be part of other services or projects contained on list; firms are encouraged to select profile codes which best indicate type and scope of services provided on past projects). For each code number, show total number of projects and gross fees (in thousands) received for profile projects performed by firm during past five years. If firm has one or more capabilities not included on list, insert same in blank spaces at end of list and show numbers in question 11 on form.</p> <p>12. Using the "Experience Profile Code" numbers entered in item 11, give details of all current projects in the firm, except work being performed for all or any public agencies within the Commonwealth. (The work for the Commonwealth will be listed in question #13). After each code number in questions 12 & 13, show: (a) whether firm was "P" the prime professional, "C" a consultant, or "JV," part of a joint venture on that particular project (new firms, in existence less than five (5) years may use the symbol "IE" to indicate "Individual Experience" as opposed to firm experience); (b) indicate the phases of the work for which submitting firm was responsible (in accordance with "Immediate Services Authorized" as printed in DSB Public Notices, i.e., study (St.), schematics (Sch.), design development (D.D.), construction documents (C.D.), administration of Construction (A.C.); or other such as document review, (c) provide name and location of the specific project, including the name of the principal-in-charge and/or project manager; (d) give name and address of the owner of that project (if government agency indicate responsible office) and contact name and phone number; (e) show the estimated construction cost (or other applicable cost) for that portion of the project for which the firm was primarily responsible. (Where no construction was involved, show approximate cost of firm's work); and (e) state year work on that particular project was, or will be, completed. (f) Indicate whether the nature of the work was renovation (R) or new construction (N). Use additional rows as needed to document all current projects.</p> <p>13. Give details of all projects for all public agencies within the Commonwealth for which the applicant has performed or has entered into a contract to perform design services within the five year period immediately preceding the filing of information required in this section.</p> </div>			1. Less than \$100,000	5. \$1 million to \$2 million	2. \$100,000 to \$250,000	6. \$2 million to \$5 million	3. \$250,000 to \$500,000	7. \$5 million to \$10 million	4. \$500,000 to \$1 million	8. \$10 million or greater	<div data-bbox="1098 155 1978 334"> <p>14. Document the submitting firm's current liability insurance coverage and status. Note: Liability insurance is not required for construction management under DCAM/CM nor for preparation of programs, studies, surveys, soil testing or cost estimates.</p> <p>15. The completed DSB 2000 Master File Brochure should be signed by a principal of the firm, preferably the chief executive officer.</p> </div> <div data-bbox="1098 367 1978 732"> <p>Note to Designers: The members of the Designer Selection Board are engaged in an on-going search for experienced and qualified design professionals to perform work on various projects for the Commonwealth of Massachusetts. New firms, or recently reorganized or amalgamated firms, are eligible and encouraged to seek work from the State in connection with performance of projects for which they are qualified. The selection process depends to some extent on the content of the DSB 2000 Master File Brochure that is on file with the Designer Selection Board. The Designer Selection Board encourages the applicant to include graphic examples of their work including plans, exterior and interior photographs, and renderings. Some firms have provided us with this data and the Designer Selection Board utilizes this resource in the evaluation process. There are some firms who have not submitted this material, and they suffer when compared against firms that provide a complete file.</p> <p>The Designer Selection Board further advises that the DSB 2000 Master File Brochures convey information about the firm to members on the Board who may be unfamiliar with the firm's work. Complete and detailed information can only enhance a firm's candidacy.</p> <p>Questions on the form dealing with personnel or experience may be answered by citing experience and capabilities of individuals in the firm, based on performance and responsibility while in the employ of others. In so doing, notation of this fact should be clearly made on the form.</p> </div> <div data-bbox="1098 1008 1978 1219"> <p>Interviews:</p> <p>Newly formed firms, or those which have undergone significant organizational changes, or have entered new areas of practice, may desire to come before the Board for an informational interview. Time and schedule of the Board permitting, it will interview firms on a pre-arranged basis only. Please address written requests for interviews to the Executive Director.</p> </div>	
1. Less than \$100,000	5. \$1 million to \$2 million											
2. \$100,000 to \$250,000	6. \$2 million to \$5 million											
3. \$250,000 to \$500,000	7. \$5 million to \$10 million											
4. \$500,000 to \$1 million	8. \$10 million or greater											

Commonwealth of Massachusetts DSB 2000 Master File Brochure Rev. 3/01	1. Firm Name (or if not an entity, individual's name), and Business Address		2. Year Present Firm Established:		3. Date Prepared:		
	Telephone No.: 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Mass Vendor ID#:		4. Specify type of ownership and check A, B or C below, if applicable.				
			<input type="checkbox"/>	A. SOMWBA Certified minority business enterprise (MBE)			
			<input type="checkbox"/>	B. SOMWBA Certified woman business enterprise (WBE)			
		<input type="checkbox"/>	C. SOMWBA Certified minority woman business enterprise				
5. Name of Parent company, if any:		5a. Former company Name(s), if any, and year(s) Established:					
6. Names of all Firm Partners and Officers, including CEO, or manager; or name and registration of individual owner:							
Name	Title	Reg. #	State	Status/Discipline	Name	Title	
1.					2.		
3.					4.		
5.					6.		
7. If Corporation, or other entity other than a partnership, provide names of all members of the Board of Directors:							
Name	Title	Reg. #	State	Status/Discipline	Name	Title	
1.					2.		
3.					4.		
5.					6.		
8. Names of All Owners (Stocks or Other Ownership):							
Name and Title	% Stock	MA Reg. #	Status/Discipline	Name and Title	% Stock	MA Reg. #	
1.				2.			
3.				4.			
5.				6.			
9. Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.).							
Administrative	()	Electrical Engineers	()	Life Safety Code	()	Surveyors	()
Architects	()	Energy Specialists	()	Licensed Site	()	Transportation	()
Acoustical Engineers	()	Environmental	()	Mechanical Engineer	()		()
Civil Engineers	()	Estimators	()	Planners: Urb./Reg.	()		()
Construction	()	Fire Protection Eng.	()	Sanitary Engineers	()		()
Drafters	()	Industrial Hygienist	()	Soils Engineers	()		()
Ecologists	()	Interior Designers	()	Specification Writers	()		()
Economists	()	Landscape Architects	()	Structural Engineers	()	Total Personnel	()

10. Summary of Professional Services Fees Received: (insert Index number)					Ranges of Professional Services Fees								
Last 5 Years (most recent year first)					INDEX								
					1999	1998	1997	1996	1995	1.	Less than \$100,000	5.	\$1 million to \$2 million
Federal Work					_____	_____	_____	_____	_____	2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
Commonwealth of Massachusetts work					_____	_____	_____	_____	_____	3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
All other domestic and foreign work					_____	_____	_____	_____	_____	4.	\$500,000 to \$1 million	8.	\$10 million or greater
<u>Experience Profile Code Numbers for use with questions 11, 12 and 13</u>													
001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.						
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures						
003	Agricultural Development; Grain Storage;	039	Garages; Vehicle Maintenance Facilities;	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain						
	Farm Mechanization		Parking Decks	068	Missile Facilities (<i>Silos; Fuels; Transport</i>)		Studies						
004	Air Pollution Control	040	Gas Systems (<i>Propane; Natural, Etc.</i>)	069	Modular Systems Design; Pre-fabricated	103	Swimming Pools						
005	Airports; Navajds; Airport Lighting;	041	Graphic Design			104	Storm Water Handling & Facilities						
	Aircraft Fueling	042	Harbors; Jetties, Piers, Ship Terminal Facilities	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile</i>						
006	Airports; Terminals & Hangars; Freight		Structures or Components	071	Nuclear Facilities; Nuclear Shielding		<i>Intercom, ; Etc.)</i>						
	Handling	043	Heating, Ventilating, Air Conditioning	072	Office Buildings; Industrial Parks	106	Testing & Inspection Services						
007	Arctic Facilities	044	Health Systems Planning	073	Oceanographic Engineering	107	Traffic & Transportation Engineering						
008	Auditoriums & Theaters	045	Highrise; Air-Rights-Type Buildings	074	Ordnance; Munitions; Special Weapons	108	Towers (Self-Supporting & Guyed Systems)						
009	Automation; Controls; Instrumentation	046	Highways; Streets; Airfield Paving; Parking Lots	075	Petroleum Exploration; Refining	109	Tunnels & Subways						
010	Barracks; Dormitories	047	Historical Preservation	076	petroleum and Fuel (<i>Storage and Distribution</i>)	110	Urban Renewals; Community Development						
011	Bridges	048	Hospital and Medical Facilities	077	Pipelines (<i>Cross-Country - Liquid & Gas</i>)	111	Utilities (<i>Gas & Steam</i>)						
012	Cemeteries	048A	Medical Facilities - Mental Health	078	Planning (<i>Community, Regional</i>	112	Value Analysis; Life-Cycle Costing						
013	Chemical Processing & Storage	048B	Medical Facilities - Acute Care	079	Planning (<i>Site, Installation, and Project</i>)	113	Warehouses & Depots						
014	Churches; Chapels	048C	Medical Facilities - Ambulatory Care, Clinics	080	Plumbing and Piping Design	114	Water Resources; Hydrology; Ground Water						
015	Codes; Standards; Ordinances	049	Hotels, Motels	081	Pneumatic Structures, Air-Support Buildings	115	Water Supply; Treatment and Distribution						
016	Cold Storage; Refrigeration; Fast Freeze	050	Housing (Residential, Multi-Family;	082	Postal Facilities	116	Wind Tunnels; Research/Testing Facilities						
017	Commercial Building (<i>low rise</i>); Shopping		Apartments; Condominiums)	083	Power Generation, Transmission, Distribution		Design						
	Centers	050A	Housing - Residential Mental Health	084	Prisons & Correctional Facilities	117	Zoning; Land Use Studies						
018	Communication Systems; TV; Microwave	050B	Housing - Resid. Mental Ret. /Group Home	084A	Correctional Facilities - Minimum Security	201	_____						
019	Computer Facilities; Computer Service	050C	Housing - Elderly	084B	Correctional Facilities - Medium Security	202	_____						
020	Conservation and Resource Management	050D	Housing - Assisted Living	084C	Correctional Facilities - Maximum Security	203	_____						
021	Construction Management	051	Hydraulics and Pneumatics	084D	Correctional Facilities - Youth Detention	204	_____						
022	Corrosion Control; Cathodic Protection;	052	Industrial Buildings; Manufacturing Plants	084E	Public Safety Facilities - Police/Fire Stations	205	_____						
	Electrolysis	053	Industrial Processes; Quality Control	084F	Public Safety Facilities - Training								
023	Cost Estimating	054	Industrial Waste Treatment	085	Product, Machine & Equipment Design								
024	Dams (<i>Concrete; Arch</i>)	055	Interior Design; Space Planning	086	Radar; Sonar; Radio & Radar Telescopes								
025	Dams (<i>Earth; Rock</i>); Dikes; Levees	055A	Facilities Management	088	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)								
026	Desalination (<i>Process & Facilities</i>)	056	Irrigation; Drainage	088A	Recreation Facilities - Ice Rinks								
027	Dining Halls; Clubs; Restaurants	057	Judicial and Courtroom Facilities	088B	Recreation Facilities - Senior/Community Centers								
028	Ecological & Archeological Investigations	058	Laboratories; Medical Research Facilities	088C	Park Support Facilities (<i>Bath House; Visitor Center</i>)								
029	Educational Facilities; Classrooms	058A	Laboratories; Commercial	089	Rehabilitation (<i>Buildings; Structures; Facilities</i>)								
029A	Educational Facilities; Higher Ed	058B	Laboratories; Higher Ed Research Sciences	090	Resource Recovery; Recycling								
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Heavy Equipment	091	Radio Frequency Systems & Shieldings								
029C	Educational Facilities; Elementary Ed	058C	Laboratories; Pathology, Medical Examiner	092	Rivers; Canals; Waterways; Flood Control								
029D	Educational Facilities; Child Day Care	058D	Laboratories; Crime Investigation	093	Safety Engineering; Accident Studies, OSHA Studies								
030	Electronics	059	Landscape Architecture	094	Security Systems; Intruder & Smoke Detection								
031	Elevators; Escalators; People Movers	060	Libraries; Museums; Galleries	095	Seismic Designs and Studies								
032	Energy Conservation; New Energy Sources	061	Lighting (Interiors; Display; Theatre, Etc.)	096	Sewage Collection, Treatment and Disposal								
032A	Sustainable Design	062	Lighting (<i>Exteriors</i>)	097	Soils & Geologic Studies; Foundations								
033	Environmental Impact Studies,	063	Materials Handling Systems; Conveyors;	098	Solar Energy Utilization								
	Assessments or Statements		Sorters	099	Solid Wastes; Incineration; Land Fill								
034	Fallout Shelters; Blast-Resistant Design	064	Metallurgy	099A	Hazardous materials Abatement								
035	Field Houses; Gyms; Stadiums												
036	Fire Protection												

11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current projects (except for work for the Commonwealth) for which Prime applicant is performing or is under contract to perform any design services. (Add/subtract rows as needed)						
Profile Code	Role P, C, JV or IE	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

			20.			
			21.			
			22.			
			23.			
			24.			
			25.			
			26.			
			27.			
			28.			
			29.			

13. List all projects completed within the past 5 years for which Prime applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth. (Add/subtract rows as needed)						
Profile Code	Role P, C, JV or IE	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			
14. Professional Liability Insurance:						
Professional Liability Policy Certificate Number			Present Policy Expiration Date		Aggregate Amount Payable	
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M						
Submitted by (Signature) _____ Printed Name and Title _____ Date _____						

Please submit 15 copies of this form (it may be reproduced) with a maximum of three 8 ½" x 11" supplementary sheets provided that the minimum size print on all material submitted is not smaller than the letter size utilized in this statement. Additional information in excess of 3 pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection.

Purpose:

This form is a supplement to the "DSB 2000 Master File Brochure Rev. 3/01" (DSB 2000-MFB Rev 3/01) or the DSB Master File Brochure. Its purpose is to provide additional information regarding the qualifications of interested firms to undertake a specific State project. Firms, or branch offices of firms, submitting this form should enclose (or already have on file with the Designer Selection Board -DSB) a current (within the past year), up-to-date and accurate copy of the DSB 2000 MFB for that office. This form must only be filed by an architect-engineer or related services firm when requested to do so by a public announcement. Responses should be as complete and accurate as possible, contain data relative to the specific project for which you wish to be considered, and should be provided, by the required due date, to the DSB. This form will be used only for the specified project. Do not refer to this submittal in response to other requests or public announcements. Note: This form is based on the Federal 255 but it is different in several respects. **DO NOT USE THE FEDERAL STANDARD FORM 255.**

Definitions:

"Principals" are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

"Discipline," as used in this questionnaire, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification, or extensive experience in a particular field of practice normally reflects an individual's primary technical discipline.

"Joint Venture" is a collaborative undertaking by two or more firms or individuals for which the participants are both jointly and individually responsible.

"Prime and Sub-Consultant Personnel", as used in this questionnaire, refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under consideration.

Instructions for Filing: (numbers below correspond to numbers contained in form)

1. Give name and location of the project for which this form is being submitted.
- 2a. Provide DSB list number including item number from the Designer Selection Board Advertisement for which this form is being submitted.
- 2b. Provide the Mass State Project Number from the Designer Selection Board Advertisement for which this form is being submitted.
- 3a. Show name and address of the individual or firm (or joint venture) which is submitting this form for the project.
- 3b. Provide the date that the firm was established.
- 3c. List the Federal ID number of the individual firm (or joint venture) which is submitting this form for the project.
- 3d. List the name, title, and telephone number of the Principal-in-Charge of the project who will serve as the point of contact. Such an individual must be empowered to speak for the firm on policy and contractual matters and should be familiar with the

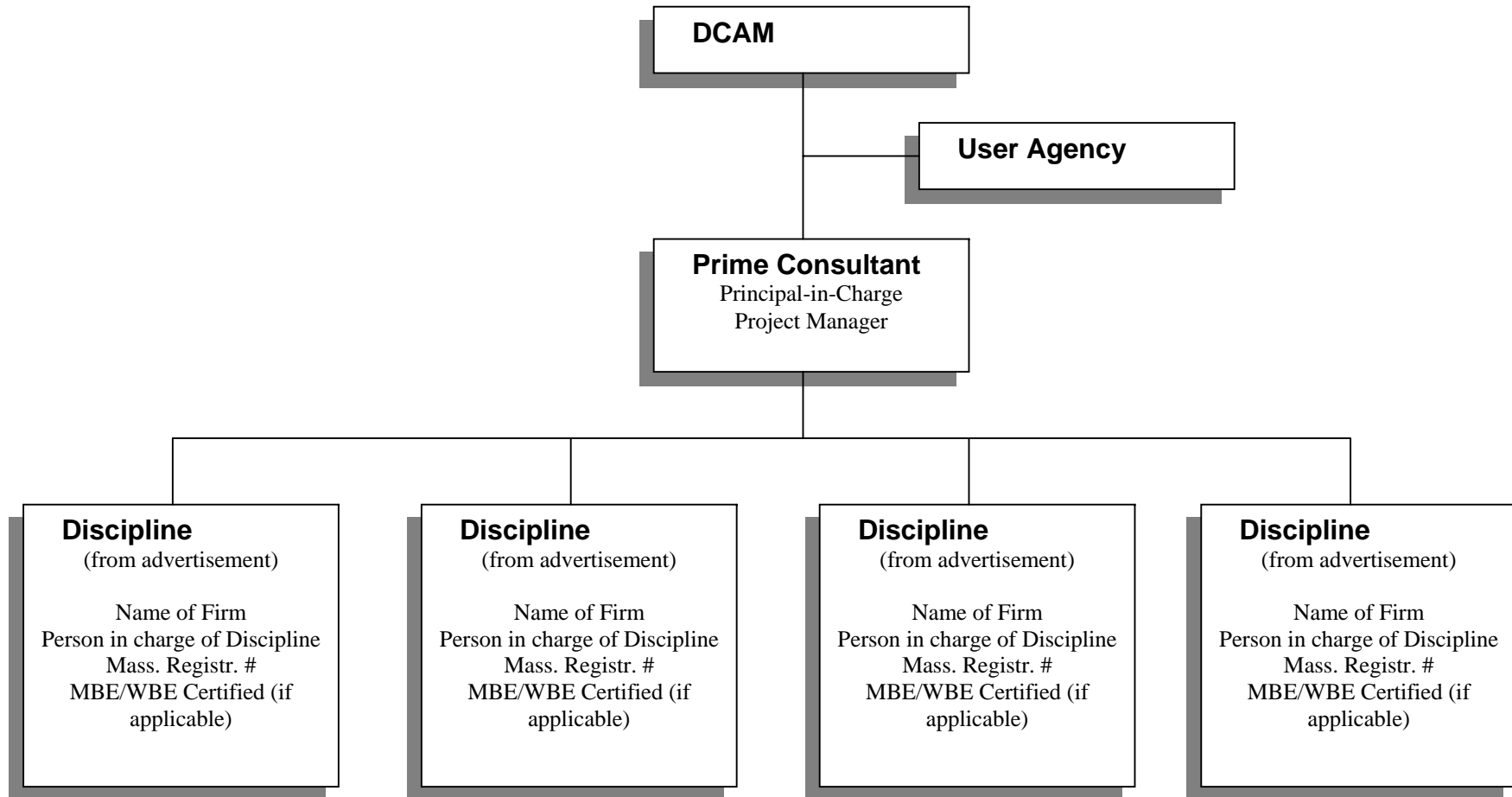
programs and procedures of the agency to which this form is directed. Massachusetts Registration is required.

- 3e. Give name of the proposed project manager for Study and for Design.
- 3f. Give the address and size (total staff) of other offices of the Prime applicant, if those offices will be participating in the work.
- 3g. Name and location of parent company, if applicable.
- 3h. Check appropriate boxes indicating if prime firm is (A) SOMWBA Certified minority business enterprise (MBE); (B) SOMWBA Certified woman business enterprise (WBE); or (C) SOMWBA Certified minority woman business enterprise (M/WBE).
- 3i. Ownership Interest: All applicants must submit a signed and dated Updated Management and Ownership Statement (DSB 2000 UMOS) attached at the end of the application with each application submitted. Failure to submit will render the application incomplete.
4. Show total number of employees on full time payroll, by discipline, in submitting office. (Average number employed throughout the preceding 6 month period) Indicate numbers of employees with Mass. Registrations for Architects, Engineers and Landscape Architects by including number in brackets. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as "administrative". Write in any additional disciplines—sociologists, biologists, etc. – and number of people in each, in blank spaces.
- 5a. Answer only if this form is being submitted by a joint venture of two or more collaborating firms. Show the names and addresses of all individuals or organizations expected to be included as part of the joint venture and describe their particular areas of responsibility (i.e., technical disciplines, administration, financial, etc.). Note: The DSB does not encourage joint ventures, however, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
- 5b. Indicate by checking the appropriate box, whether this particular joint venture has worked together on other projects. Each firm participating in the joint venture should have a DSB 2000 MFB (or DSB Master File Brochure if less than 1 year old) on file with the Designer Selection Board. Firms which do not have such forms on file should provide same immediately along with a notation at the top of page 1 of the form regarding their association with this joint venture submittal.
6. List the **prime and sub-consultant personnel** specifically requested in the advertisement. The information must be presented in the form of an organizational chart. Include discipline from advertisement, name of firm, name of person in charge of the discipline, with Mass Registration #, as well as MBE/WBE status, if applicable.

DSB 2000 Rev. 08/04 Application Form	Commonwealth of Massachusetts Designer Selection Board 2000 Application Form Rev. 08/04	Based on Standard Form 255 by GSA (Replaces DSB Application Form 2000 Rev. 02/04 as of 08/04)
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Make certain that the listing of consultants on each application is with their prior consent, as there can be no change in consultants from those named unless approved by the Division of Capital Asset Management and reported to the Designer Selection Board (C.7, §38H(a)).</p> <p>7. Provide brief resumes of only those prime and sub-consultant personnel requested in the advertisement. Please submit resumes of individuals (specifically project managers) in charge of the project for each of the disciplines listed in the advertisement. Each resume must include: (a) name of key person or specialist and his/her title, (b) the project assignment or role which that person will be expected to fulfill in connection with this project, (c) the name of the firm or organization, if any, with whom that individual is presently associated, (d) years of relevant experience with present firm and other firms, (e) the highest academic degree achieved and the discipline covered (if more than one highest degree, such as two Ph.D.'s, list both), the year received, and the particular technical/professional discipline which that individual will bring to the project as required in the advertisement, (f) if registered as an architect, engineer, surveyor, etc., show the field of registration, and the year that such registration was first acquired along with MA registration number, and (g) a synopsis of experience, training, or other qualities which reflect individual's potential contribution to this project. Limit response to space provided. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected.</p> <p>8a. List up to five projects that demonstrate the firm's or joint venture's competence to perform work in the areas listed in the DSB advertisement. The more recent such projects, the better. Prime consideration will be given to projects which illustrate respondent's capability for performing work similar to that being sought. Required information: (a) name and location of project, and Principal-in-Charge, (b) brief description of the project and the type and extent of services provided for each project (submissions by joint ventures should indicate which member of the JV was the prime on that particular project and what role it played), where applicable, indicate which phases of the project were carried out by the applicant firm, in accordance with "Immediate Services Authorized" as printed in DSB Public Notices, i.e., study (ST.), schematics (Sch.), design development (D.D.), construction documents (C.D.), administration of construction (A.C.), (c) name and address of the owner of that project (if Government agency, indicate responsible office), and name and phone number of individual to contact for reference (preferably the project manager), (d) completion date (actual when available, otherwise estimated), (e) total construction cost of completed project (or where no construction was involved, the approximate cost of your work) and the fee for the work for which the named firm was/is responsible.</p> <p>8b. Provide listing as described above for subconsultant firms, where relevant to requested experience, list up to but no more than 5 projects per firm.</p> <p>9. Give details of all projects for all public agencies within the Commonwealth for which the applicant has performed or has entered into a contract to perform design services within the five year period immediately preceding the filing of information required in this section.</p> </div> <div style="width: 48%;"> <p>10. Through concise, bulleted narrative, show reason why the firm or joint venture submitting this questionnaire believes it is especially qualified to undertake the project. Information provided should include, but not be limited to, the areas of experience specifically requested in the advertisement. Respondents may say anything they wish in support of their qualifications. When appropriate, respondents may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project. Limit additional information to a maximum of 3 8 1/2"x11" pages, double-sided.</p> <p>11. Show the requested information regarding professional liability insurance for the prime consultant, or if a joint venture, for the joint venture team. As a condition of application, each applicant agrees to carry, if selected for the new project, professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in conformance with the provision of Article 18 of the standard design contract., i.e., minimum coverage of \$250,000 and maximum coverage of \$1 million. N. B. Design Services for the preparation of studies, surveys, soil testing, cost estimates, or programs do not require professional liability insurance.</p> <p>12. Completed forms should be signed by the chief executive officer of the joint venture (thereby attesting to the concurrence and commitment of all members of the joint venture), or by the architect-engineer principal responsible for the conduct of the work in the event it is awarded to the organization submitting this form. Joint ventures selected for subsequent discussions regarding this project must make available a statement of participation signed by a principal of each member of the joint venture.</p> <p>ALL INFORMATION CONTAINED IN THE FORM SHOULD BE CURRENT AND FACTUAL.</p> <p>An updated DSB 2000 UMOS must be attached as the last page of the application.</p> <p>An updated DSB 2000 MFB or Master File Brochure must be on file with the DSB in order to be considered by the Board for this application. All Prime applicants must include a complete, current DSB 2000 MFB with this application, if their existing Master File Brochure is not up-to-date (within the last year).</p> <p>The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and <u>must be submitted with the application.</u></p> <p>It is a requirement that all applicants supply the signed document (SUB-CONSULTANT ACKNOWLEDGMENT), attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant.</p> </div> </div>		

Commonwealth of Massachusetts DSB 2000 Application Form – Rev 08/04	1. Project Name/Location for which Firm is Filing:		2a. DSB List #: _____ DSB Item # _____																																	
	2b. Mass State Project No.: _____																																			
3a. Firm (or Joint-Venture): Name & Address of Primary Office to perform the work. 3b. Date Firm was Established: 3c. Federal ID #: 3d. Name and Title of Principal-in-charge of the project. (MA Registration required) Email Address: _____ Telephone No: _____ Fax No.: _____			3e. Name of proposed Project Manager: For Study: _____ For Design: _____ 3f. Address and number of personnel of other participating offices of the Prime applicant, if different from item 3a, above. 3g. Name and Address of parent company, if applicable. 3h. Check below if your firm is either: A. SOMWBA Certified minority business enterprise MBE <input type="checkbox"/> B. SOMWBA Certified woman business enterprise (WBE) <input type="checkbox"/> C. SOMWBA Certified minority woman business enterprise (M/WBE) <input type="checkbox"/>																																	
3i. Ownership interest: Attach an Updated Management and Ownership Statement. (DSB 2000 UMOS) Failure to do so will render the application incomplete.																																				
4. Personnel from Prime firm included in question #3a above by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total number in each discipline and, within brackets, the total number holding Massachusetts registrations.)																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">Administrative _____ (_____)</td> <td style="width: 20%;">Electrical Engineers _____ (_____)</td> <td style="width: 20%;">Life Safety Code _____ (_____)</td> <td style="width: 20%;">Surveyors _____ (_____)</td> </tr> <tr> <td>Architects _____ (_____)</td> <td>Energy Specialists _____ (_____)</td> <td>Licensed Site Prof. _____ (_____)</td> <td>Transportation _____ (_____)</td> </tr> <tr> <td>Acoustical Engineers _____ (_____)</td> <td>Environmental _____ (_____)</td> <td>Mechanical Engineer _____ (_____)</td> <td>_____ (_____)</td> </tr> <tr> <td>Civil Engineers _____ (_____)</td> <td>Estimators _____ (_____)</td> <td>Planners: Urb./Reg. _____ (_____)</td> <td>_____ (_____)</td> </tr> <tr> <td>Construction Inspectors _____ (_____)</td> <td>Fire Protection Eng. _____ (_____)</td> <td>Sanitary Engineers _____ (_____)</td> <td>_____ (_____)</td> </tr> <tr> <td>Drafters _____ (_____)</td> <td>Industrial Hygienist _____ (_____)</td> <td>Soils Engineers _____ (_____)</td> <td>_____ (_____)</td> </tr> <tr> <td>Ecologists _____ (_____)</td> <td>Interior Designers _____ (_____)</td> <td>Specification Writers _____ (_____)</td> <td>_____ (_____)</td> </tr> <tr> <td>Economists _____ (_____)</td> <td>Landscape Architects _____ (_____)</td> <td>Structural Engineers _____ (_____)</td> <td>Total Personnel _____ (_____)</td> </tr> </table>					Administrative _____ (_____)	Electrical Engineers _____ (_____)	Life Safety Code _____ (_____)	Surveyors _____ (_____)	Architects _____ (_____)	Energy Specialists _____ (_____)	Licensed Site Prof. _____ (_____)	Transportation _____ (_____)	Acoustical Engineers _____ (_____)	Environmental _____ (_____)	Mechanical Engineer _____ (_____)	_____ (_____)	Civil Engineers _____ (_____)	Estimators _____ (_____)	Planners: Urb./Reg. _____ (_____)	_____ (_____)	Construction Inspectors _____ (_____)	Fire Protection Eng. _____ (_____)	Sanitary Engineers _____ (_____)	_____ (_____)	Drafters _____ (_____)	Industrial Hygienist _____ (_____)	Soils Engineers _____ (_____)	_____ (_____)	Ecologists _____ (_____)	Interior Designers _____ (_____)	Specification Writers _____ (_____)	_____ (_____)	Economists _____ (_____)	Landscape Architects _____ (_____)	Structural Engineers _____ (_____)	Total Personnel _____ (_____)
Administrative _____ (_____)	Electrical Engineers _____ (_____)	Life Safety Code _____ (_____)	Surveyors _____ (_____)																																	
Architects _____ (_____)	Energy Specialists _____ (_____)	Licensed Site Prof. _____ (_____)	Transportation _____ (_____)																																	
Acoustical Engineers _____ (_____)	Environmental _____ (_____)	Mechanical Engineer _____ (_____)	_____ (_____)																																	
Civil Engineers _____ (_____)	Estimators _____ (_____)	Planners: Urb./Reg. _____ (_____)	_____ (_____)																																	
Construction Inspectors _____ (_____)	Fire Protection Eng. _____ (_____)	Sanitary Engineers _____ (_____)	_____ (_____)																																	
Drafters _____ (_____)	Industrial Hygienist _____ (_____)	Soils Engineers _____ (_____)	_____ (_____)																																	
Ecologists _____ (_____)	Interior Designers _____ (_____)	Specification Writers _____ (_____)	_____ (_____)																																	
Economists _____ (_____)	Landscape Architects _____ (_____)	Structural Engineers _____ (_____)	Total Personnel _____ (_____)																																	
5a. If submittal is by JOINT-VENTURE list participating firms and outline specific areas of responsibility (including administrative, technical and financial) for each firm: (Please note: An up-to-date copy of the DSB 2000 Master File Brochure must be on file with the Designer Selection Board for each participating firm.)																																				
5b. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No																																				

6. List **ONLY** those Prime and Sub-consultant personnel specifically requested in the advertisement. This information should be presented below in the form of an organizational chart. Include name of firm and name of person in charge of the discipline, with Mass. Registration #, as well as MBE/WBE status where applicable.



<p>7. Brief Resume of ONLY those Prime and Sub-consultant personnel requested in the advertisement. Confine responses to the space provided on the form and limit resumes to ONE person per discipline requested in the advertisement. Resumes should be consistent with the persons listed on the organizational chart in question # 6. Additional sheets should be provided only as required for the number of key personnel requested in the advertisement and they must be in the format provided. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected.</p>	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name and address of firm with which associated: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name of firm with which associated: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years experience: With This Firm: _____ With Other Firms: _____	d. Years experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Other Experience and Qualification relevant to the proposed project:	g. Other Experience and Qualification relevant to the proposed project::

<p>7. Brief Resume of ONLY those Prime and Sub-consultant personnel requested in the advertisement. Confine responses to the space provided on the form and limit resumes to ONE person per discipline requested in the advertisement. Resumes should be consistent with the persons listed on the organizational chart in question # 6. Additional sheets should be provided only as required for the number of key personnel requested in the advertisement and they must be in the format provided. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected.</p>	
a. Name & Title:	a. Name & Title:
b. Project Assignment:	b. Project Assignment:
c. Name and address of firm with which associated: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name of firm with which associated: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years experience: With This Firm: _____ With Other Firms: _____	d. Years experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Other Experience and Qualification relevant to the proposed project:	g. Other Experience and Qualification relevant to the proposed project::

8a. Current and relevant work by Prime consultant or joint-venture members <u>ONLY</u> which best illustrates current qualifications in the areas listed in the DSB advertisement. (list up to but not more than 5 projects).					
a. Project Name & Location Principal-in-Charge	b. Brief Description and responsibility(include reference to areas of experience listed in DSB advertisement)	c. Project Owner's Name & Address and Owner's Reference Name & Phone Number	d. Completion Date (actual or estimated)	e. Project Cost (in thousands)	
				Entire Project	Fee for work for which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. Current and relevant work by sub-consultants which best illustrates current qualifications in the areas listed in the DSB advertisement. (list up to but not more than 5 projects for each sub-consultant.) Additional sheets should be provided only as required for the number of sub-consultants requested in the advertisement and they must be in the format provided.					
Sub-Consultant Name:					
a. Project Name & Location Principal-in-Charge	b. Brief Description and responsibility(include reference to areas of experience listed in DSB advertisement)	c. Project Owner's Name & Address and Owner's Reference Name & Phone Number	d. Completion Date (actual or estimated)	e. Project Cost (in thousands)	
				Entire Project	Fee for work for which Firm Was/Is Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List all projects within the past 5 years for which Prime applicant has performed, or has entered into a contract to perform, any design services for all public agencies within the Commonwealth. (Add/subtract rows or pages as needed)					
Role P, C, JV or IE	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

10. Applicants must use this space to provide any additional information or description of resources supporting the qualifications of your firm and that of your sub-consultants for the proposed project. If needed, up to three, double-sided 8 ½" x 11" supplementary sheets will be accepted. **RESPOND SPECIFICALLY TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

11. Professional Liability Insurance:

Name of Company

Aggregate Amount

Policy Number

Expiration Date

12 I hereby certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted by (Signature) _____

Printed Name and Title _____

Date _____

UPDATED MANAGEMENT AND OWNERSHIP STATEMENT MUST BE ATTACHED.

Commonwealth of Massachusetts DSB 2000 Updated Management and Ownership Statement	1. Firm Name (or if not an entity, individual's name), and Business Address		2. Year Present Firm Established:		3. Date Prepared:				
	Telephone No.: _____ 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Mass Vendor ID#: _____		4. Specify type of ownership and check A, B or C below, if applicable.						
			<input type="checkbox"/>	A. SOMWBA Certified minority business enterprise (MBE)					
			<input type="checkbox"/>	B. SOMWBA Certified woman business enterprise (WBE)					
		<input type="checkbox"/>	C. SOMWBA Certified minority woman business enterprise (M/WBE)						
5. Name of Parent company, if any:			5a. Former company Name(s), if any, and year(s) Established:						
6. Names of all Firm Partners and Officers, including CEO, or manager; or name and registration of individual owner:									
Name	Title	Reg. #	State	Status/Discipline	Name	Title	Reg. #	State	Status/Discipline
1.					2.				
3.					4.				
5.					6.				
7. If Corporation, or other entity other than a partnership, provide names of all members of the Board of Directors:									
Name	Title	Reg. #	State	Status/Discipline	Name	Title	Reg. #	State	Status/Discipline
1.					2.				
3.					4.				
5.					6.				
8. Names of All Owners (Stocks or Other Ownership):									
Name and Title	% Stock	MA Reg. #	Status/Discipline	Name and Title	% Stock	MA Reg. #	Status/Discipline		
1.				2.					
3.				4.					
5.				6.					
9. I certify under the pains and penalties of perjury that all the above information is complete and accurate as of the date below.									
<div style="display: flex; justify-content: space-between;"> Submitted by (Signature) _____ Printed Name and Title _____ Date _____ </div>									

DSB 2000 UMOS	Commonwealth of Massachusetts Designer Selection Board 2000 Updated Management and Ownership Statement
<p>Please submit 15 copies of this form. All applicants must submit a signed and dated Updated Management and Ownership Statement with each application submittal. Failure to submit this statement will render the application incomplete. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. Additional space may be added to the sections of the form as needed to respond to individual questions.</p>	
<p>Instructions for Filing (Numbers below correspond to numbers contained inform):</p> <ol style="list-style-type: none"> 1. Type accurate and complete name of submitting firm, its address, telephone and zip code. 1a. Indicate whether form is being submitted in behalf of a parent firm or a branch office. (Branch office submissions should list only personnel in, and experience of, that office.) 1b. Include Massachusetts Vendor ID for submitting firm if the firm has previously contracted with the Commonwealth of Massachusetts. 2. Provide date the firm was established under the name shown in question 1. 3. Show date on which form is prepared. All information submitted must be current and accurate as of this date. 4. Enter type of ownership, or legal structure, of firm (individual, sole proprietor, partnership, LLP, LLC, dba, corporation {public, private, professional}, joint venture, etc.) Note: If applicant is a joint venture, the information required in this application shall be required for each joint venturer, as well as for the joint venture itself. Check appropriate boxes indicating if firm is (A) SOMWBA certified Minority Business Enterprise (MBE); (B) SOMWBA Certified Woman Business Enterprise (WBE). Branches of subsidiaries of large or parent companies, or conglomerates should insert name and address of highest-tier owner. 5a. If present firm is the successor to, or outgrowth of, one or more predecessor firms, show name(s) of former entity (ies) and the year(s) of their original establishment. 6. List names and titles of all firm partners and officers, including the chief executive officer. Provide the registration number and status of each su person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary. 7. If a corporation, LLC, LLP or other entity other than a partnership, provide the names of all members of the Board of Directors. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary. 8. Ownership Interest: For your firm, provide the names, addresses, % of ownership and Massachusetts registration number (if registered) of all persons with any ownership interest in the firm. If the firm is a publicly traded corporation, provide detailed information sufficient to demonstrate that a majority of the stock ownership is help by Massachusetts registered architects, landscape architects, or engineers, if such ownership exists. Provide the registration number and status of each such person in every jurisdiction in which such person has ever been registered as an architect, landscape architect, or engineer. Include NCARB or other appropriate national certification number and specify discipline. Use additional lines if necessary. 9. The completed form must be signed and dated by an architect-engineer principal of the firm 	

DSB 2000 S-CA	Commonwealth of Massachusetts Designer Selection Board 2000 SUB-CONSULTANT ACKNOWLEDGMENT
------------------	--

Project: _____

Applicant Designer: _____

Sub-consultant: _____

SUB-CONSULTANT ACKNOWLEDGMENT

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

Signature of Sub-Consultant Duly Authorized Representative

Print Name and Title

Date

It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer.

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 04-06 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 4 August 2004

LAST DATE FOR FILING APPLICATION IS: 25 August 2004 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **DMH0501 ST1**

PROJECT TITLE: **Study for a New DMH Psychiatric Facility**

PROJECT LOCATION: **Central Region, Massachusetts**

APPROPRIATION SOURCE: **4000-2011 (Chapter 245 of 2002)**

AVAILABLE AMOUNT: **Study funds only**

ESTIMATED CONSTRUCTION COST: **To be determined**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

*See page 4 for final fee determination by the Division of Capital Asset Management and Maintenance (DCAM) per M.G.L. C.7, §38G(a).

(<input checked="" type="checkbox"/>)	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a)	<u>\$1,200,000</u>	dollars
()	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study.	_____	per cent

IMMEDIATE SERVICES AUTHORIZED:

(☒) CERTIFIABLE BUILDING STUDY
() OTHER:

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

(☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(☒) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(☒) ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER:

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested to fulfill the MBE/WBE requirement is unacceptable and will severely limit the Prime's chances of being selected for the project. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged .

N.B.1: DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

N.B.2: DCAM customarily compensates the Designer during the Design Phase 15% of the Total Fee at Approval of Schematics, a total of 30% of the Total Fee at approval of Design Development Documents, a total of 70% of the Total Fee at Approval of Construction Documents, and a total of 100% of the Total Fee upon Final Acceptance of Project.

N.B.3: Cost estimates will be presented in Unifomat in the study phase and in both Unifomat and CSI (16 Division) in the design phase.

APPROPRIATION LANGUAGE:

Chapter 245 Of 2002, 4000-2011:

For planning and studies, the preparation of plans and specifications, construction, renovation, reconstruction, improvement, demolition, expansion, repair, including furnishings and equipment, and related administrative expenses at executive office of health and human services agencies including, . . . the department of mental health . . .

GENERAL SCOPE OF WORK:

To prepare a certified study for a new psychiatric facility, evaluating the availability of financing reimbursement for inpatient care, and establishing the best alternative among several possible sites.

STAGES OF WORK

DCAM may authorize successive stages of work as outlined below to a maximum study fee of \$1,200,000.

OVERVIEW:

The Department of Mental Health (DMH) currently operates two mental health hospitals in the Central Region; one at Worcester State Hospital (Worcester) and the other nine miles east at Westborough State Hospital (Westborough). DMH seeks to consolidate these two facilities within the Central Region to address inefficiencies and cost burdens, while improving the quality of care to clients. Constructing a new state-of-the-art facility for consolidated inpatient care will address the goals of client and staff safety, quality care, and eliminate the need for major capital investment in two deteriorated campuses. The purpose of this facility will be to promote active rehabilitation as a key component of inpatient service delivery. A total of 290 inpatient beds (260 adult and 30 adolescents) and 30 beds for adolescents at the secure residential treatment facility level of care will be provided. The adult inpatient beds will serve males and females ages 19 and older. The 30 adolescent inpatient and 30 secure residential treatment beds will serve males and females ages 13-18. Both the adult and adolescent inpatient beds will be designed to provide continuing care inpatient services for persons whose mental illness symptoms or level of functioning require longer treatment stays than can be provided in acute psychiatric inpatient units. DMH anticipates that approximately 80 of the adult inpatient beds will be used by patients who have been admitted from the criminal justice system (i.e. forensic admissions) primarily for the purpose of pre-trial evaluation of competency to stand trial, or criminal responsibility, or as an aid to the court in sentencing. Multiple sites on each campus will be evaluated as to advantages and disadvantages of locating the facility there. Alternative sites may also be considered.

The purposes of this study are:

- To determine the proposed programmatic needs and optimum unit censuses for a new 320 bed facility
- Develop a concept model for testing alternative sites
- Evaluate the two campuses for locating the new DMH facility (or any other alternative sites proposed) and identify redevelopment opportunities
- Develop a conceptual design package of the proposed facility, along with an estimate of probable costs
- Identify, quantify and evaluate financial resources available to the project based on intergovernmental reimbursement sources

DMH Goals for the Project:

- Provide a high quality, safe and respectful environment for clients
- Improve DMH operational efficiency and cost effectiveness with the new facility
- Integrate with other DMH programs provided via community services

TASKS

The initial phase of this project calls for the development of a building program and concept model for the new 320 inpatient and adolescent residential treatment facility for the Central Region. The Consultant Team shall work collaboratively with DCAM and DMH to define the programmatic needs. Workshops will be conducted at key points in the process to present and review information, generate ideas, solicit feedback, build consensus, and expedite the decision-making process.

The scope of work for the study may include, but is not limited to, the following items:

1. Program Definition

- Identify and articulate goals for the new facility
- Determine trends in state-of-the-art treatment and creating a therapeutic environment
- Identify comparable, recently built or planned state-of-the-art mental health facilities of similar size and complexity (provide concept, S.F., cost, photos)
- Identify and quantify Conditions of Participation in Medicaid and Medicare programs that will impact the architectural program for this project.
- Identify all relevant codes, standards, and regulations applicable to psychiatric facilities.
- Develop Preliminary Program Requirements (program narrative, S.F., adjacencies)
- Develop Preliminary conceptual layout alternatives (minimum of three)
- Determine Preliminary cost assumptions
- Develop a preferred concept model, not constrained by site, that will be used to select the preferred site
- Develop Preliminary schedule

2. Siting Alternatives

- Using previously completed studies and reports, compile existing condition information on both campuses (site and buildings)
- If any other non-DMH sites are proposed, compile existing conditions information
- Develop site selection criteria
- Identify sites for the new DMH facility
- Adjust concept model to fit on site
- Develop alternatives for building siting and layout
- Evaluate each site to site selection criteria and select recommended site
- Identify potential sites for redevelopment
- Work with Financial Consultant to evaluate financial implications

3. Conceptual Design

- Final development of preferred site
- Floor plans, site plan, building section(s), elevations, and three-dimensional views.
- Final detailed program, including program narrative, net and gross S.F., adjacencies, Room Data Sheets
- Narrative description of the construction scope and character
- Detailed cost estimate (Unifomat)
- Code and Regulatory Analysis
- Projected Operating Costs

4. Final Report

The final result of the study process will be a professional quality report documenting all of the analysis, findings, and relevant background information. In addition to hard copies of all documents, all material will be transmitted electronically in a format and software acceptable to DCAM. The final deliverable will include a Microsoft Power Point executive briefing package.

ADDITIONAL INFORMATION REGARDING THE SITES FOR THIS PROJECT

Site context:

Each campus has unique characteristics, advantages, and disadvantages. Both campuses are listed in the National Register of Historic Places.

Worcester State Hospital, located off Belmont Street (Route 9) and Plantation Street, was opened in 1833, serving as a model that other states soon followed. The campus is situated on the southeastern slope of Millstone Hill and contains approximately 112 acres and 31 buildings. The campus is comprised of 112 acres of primarily open rolling landscaped areas. The Clocktower Building is a local landmark, prominently located atop the hill. The campus is adjacent to the Worcester Biotechnology Research Park and Belmont Hospital, and is near the University of Massachusetts Medical Center.

Westborough State Hospital opened in 1889, nine miles east of Worcester. The total site is approximately 253 acres, and includes 82 buildings, a number of which are presently vacant. The majority of the campus is located in Westborough, although a small portion is in Northborough. The campus borders Chauncy Lake and is surrounded by land controlled by the Division of Fish and Wildlife, and the Department of Food and Agriculture. South of the site and across the lake are residential homes.

Both campuses have aging structures that have suffered from years of insufficient capital attention. Each campus requires extensive funding to address deferred maintenance, life safety and utility infrastructure needs. Current estimates suggest that in addition to over \$40 million worth of capital projects identified at these two campuses, minimal ongoing capital funding of over \$100 million will be needed to keep both campuses in operation for the next ten years. In addition to limitations posed by aging structures, there is a larger issue emerging concerning inpatient care environments that DMH believes cannot be addressed in the existing physical plants at either Worcester or Westborough. Standards for healthcare have advanced and DMH's inpatient environments have not been able to keep pace. Issues relative to current inpatient environments include: lack of adequate HVAC, poor line of sight for patient supervision; lack of privacy; narrow and enclosed unit feeling; and an overall stark institutional setting.

Surplus Land:

Each campus will be evaluated for siting the new DMH facility, or as opportunities for commercial redevelopment. All lands identified by DMH and DCAM as surplus may be made available for redevelopment.

APPLICANTS ARE URGED TO REVIEW AND BECOME FAMILIAR WITH THE FOLLOWING SUPPLEMENTAL MATERIAL, WHICH IS AVAILABLE ON THE WEB AT: www.mass.gov/cam.

1. **"Guidelines for the Preparation of Studies for Building Projects," Office of Programming, Division of Capital Asset Management, October 2000**
2. **"Instructions for Designers," Form 9, Division of Capital Asset Management, 6 June 2003**

As per C.164 §331 of the Acts of 1997 and the DCAM Sustainable Design Guidelines (published as Appendix. N of DCAM's *Form 9, Instructions for Designers*), and DCAM directive, the designer shall, within the basic fee, recommend resource and energy efficient design schemes which shall enable the project to meet LEED certification at the "Gold" level. Said design alternatives shall, at a minimum, achieve at least a 20% improvement over the Mass Building Energy Code's energy efficiency standards for a code compliant building of similar size and function. Such design alternatives shall encompass a range of sustainable design features and minimize the life cycle costs of the construction and operations of the facility while optimizing its performance for occupant comfort and health. Sustainable strategies shall be employed across each of the five major categories recognized by LEED, thus achieving high standards for performance in the areas of sustainable site design, water efficiency, energy efficiency, use of sustainable and environmentally preferable materials and resources, and assuring optimal indoor environmental quality.

CONDITIONS OF THE DSB FOR THIS PROJECT:

Current or updated Master File Brochures must be on file with the Board. Applicants agree to execute the standard contract for Designer's Services DCAM Form C-2. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. A greater amount may be negotiated or specified in this advertisement.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB 2000 APPLICATION REV 2/04.

- | | |
|----------------------------------|----------------------------------|
| 1. Architect (Prime)* | 9. Cost Estimator |
| 2. Mental Health Programmer | 10. Food Service Consultant |
| 3. Landscape Architect | 11. LEED Accredited Professional |
| 4. Civil Engineer | 12. Specifications Writer |
| 5. Structural Engineer | 13. Building Code Specialist |
| 6. Mechanical Engineer | 14. Financial Consultant |
| 7. Electrical Engineer | |
| 8. Telecommunications Specialist | |

*Identify project manager

If the Prime is to fulfill any of the sub-consultant roles above, so indicate on the organizational chart.

APPLICATIONS WILL BE EVALUATED BASED UPON WORK LISTED ON DSB 2000 APPLICATION REV 2/04 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

1. Mental Health Programmer must demonstrate experience programming state-of-the-art treatment facilities of similar size and complexity
2. Architect must demonstrate experience with performing a study and the design and construction of mental health facilities of similar size and complexity
3. Mental Health Programmer and Financial Consultant must demonstrate extensive knowledge of Joint Commission of Healthcare Organizations (JCAHO) standards, and Centers for Medicare and Medicaid Services (CMS) Conditions of Participation (CoPs) that govern the operation of psychiatric inpatient programs and psychiatric residential treatment programs providing psychiatric services to individuals under the age of 21
4. Financial Consultant must demonstrate experience evaluating reimbursement programs such as Medicaid and Medicare
5. Telecommunications specialist must demonstrate experience with the design and implementation of Local Area Networks (LANs), Wide Area Networks (WANs), 802.11 a, b, g (WiFi), Wire-to-wireless networks , Wired equivalent privacy (WEP) and other advanced communications technologies.
6. Financial consultant must be experienced in the identification of sources and uses of intergovernmental funding available for the planning, design and construction of mental health facilities, and also demonstrate experience in the development of operating pro formas for mental health facilities, identifying intergovernmental funding available for the operation of mental health facilities.

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 04-06 **ITEM #** 2 **DSB PUBLIC NOTICE DATE** 4 August 2004

LAST DATE FOR FILING APPLICATION IS: 25 August 2004 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

()	Architect	(X)	Engineer
()	Architect/Engineer (A/E)	(X)	Other: Commissioning Agents, Energy Consultants

PROJECT NUMBER: **DCP0416 HD1**

PROJECT TITLE: **Commissioning Services for Performance Contracting Projects – Various**

PROJECT LOCATION: **Statewide**

APPROPRIATION SOURCE: **To be determined by projects**

AVAILABLE AMOUNT: **\$250,000**

ESTIMATED CONSTRUCTION COST: **N/A**

TOTAL FEE, Excluding Reimbursables or any Authorized Per Diem Payments, Based on Scope of Work and Services Authorized if Project is Completed.

(**X**) Lump sum established set fee per C.7, §38G(a) 250,000 dollars

IMMEDIATE SERVICES AUTHORIZED:

() CERTIFIABLE BUILDING STUDY
() SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
() DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
() CONSTRUCTION PLANS AND SPECIFICATIONS
() ADMINISTRATION OF CONSTRUCTION CONTRACT
(**X**) OTHER: ENERGY AUDIT EVALUATION AND COMMISSIONING FOR ENERGY SAVINGS PERFORMANCE CONTRACTING PROJECTS

MBE/WBE PARTICIPATION REQUIREMENTS ARE WAIVED. APPLICATIONS FROM MBE AND WBE FIRMS ARE ENCOURAGED.

N.B.1: DCAM may award up to three contracts to qualified designers under this contract.

N.B.2: This contract will be a “house doctor” contract. Multiple projects of the type described in the General Scope of Work may be assigned, and fee increments approved, up to the total value of the advertised lump sum fee.

APPROPRIATION LANGUAGE:

N/A

GENERAL SCOPE OF WORK:

This advertisement is for a single firm which is expected to provide all the requested specialities listed below and perform the work "in-house." Sub-contracting is not acceptable.

Provide commissioning services for energy saving performance contracting (ESPC) projects as DCAM's agent. (ESPCs are executed by DCAM for user agencies under provisions of MGL Ch. 25A.)

During technical audit phase, provide technical assistance and peer review of project plans, review of design specifications, construction observation, and acceptance testing and trending. Develop detailed questions including consideration of the means and methods regarding the technical audit draft and submit comments, on DCAM's behalf, to the energy performance contracting firm performing the ESPC in order to seek clarification and/or correction of project plans going forward. During the design phase, provide review of the design specifications of proposed energy savings equipment and measures to ensure optimal performance and consistency with the Energy Services Agreement.

During the construction phase, provide necessary construction oversight to confirm energy savings equipment is properly installed and operational as specified in the Energy Services Agreement and design specifications.

During equipment startup and operation, ensure that the operating parameters for the new equipment are in accordance with the Energy Services Agreement. Document substantial confirmation that energy savings will be attained by the energy performance contractor as stated in the Energy Services Agreement. Acquire the necessary equipment efficiency testing and trending data from the energy management system and other data, as necessary, to confirm system performance. Ensure that facility staff have received proper operation and maintenance training prior to project final acceptance. Develop and submit a report documenting the activities undertaken on the specific project and report on any deficiencies.

During post-construction phase, perform bill analysis and savings verification for the first energy savings period as submitted by the energy performance contracting firm.

APPLICANTS ARE URGED TO REVIEW AND BECOME FAMILIAR WITH THE FOLLOWING SUPPLEMENTAL MATERIAL, WHICH IS AVAILABLE ON THE WEB AT:

1. "Guidelines for the Preparation of Studies for Building Projects," Office of Programming, Division of Capital Asset Management, October 2000 www.mass.gov/cam
2. "Instructions for Designers," Form 9, Division of Capital Asset Management, 6 June 2003 www.mass.gov/cam
3. International Program for Monitoring and Verification Protocol (IPMVP) Guidelines for Energy Savings Monitoring and Verification www.ipmvp.org
4. U.S. Department of Energy Federal Energy Management Program guidelines for Incorporating Commissioning into Energy Savings Performance Contracts. (prepared by PECEI, dated October 2000) <http://www.peci.org/cx/guidelinev5.pdf>

APPLICANTS ARE URGED TO REVIEW THE FOLLOWING DOCUMENT WHICH IS AVAILABLE FOR INSPECTION AT THE DESIGNER SELECTION BOARD, ROOM 1609, McCORMACK STATE OFFICE BUILDING, ONE ASHBURTON PLACE, BOSTON, MASS. 02108.

1. **DCAM Model Energy Services Agreement**

CONDITIONS OF THE DSB FOR THIS PROJECT:

Current or updated Master File Brochures must be on file with the Board. Applicants agree to execute the standard contract for Designer's Services (Study) DCAM Form C-3.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME CONSULTANT PERSONNEL.

- | | |
|---|-----------------------------------|
| 1. Commissioning Agent | 4. Mechanical Engineer |
| 2. Energy Management Systems/Facility Management Systems Specialist | 5. Electrical Engineer |
| 3. Energy auditor/Evaluator | 6. Energy Conservation Specialist |

APPLICATIONS WILL BE EVALUATED BASED UPON WORK LISTED ON DSB 2000 APPLICATION REV 2/04 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

- | | |
|---|---|
| 1. Commissioning | 4. Experience in energy management systems trending software and analysis |
| 2. Experience in preparation, or analysis of energy savings monitoring and verification reports | 5. Expertise in energy conservation equipment (mechanical/electrical systems) |
| 3. Energy audit development or analysis | 6. Energy modeling |

**COMMONWEALTH OF MASSACHUSETTS
DESIGNER SELECTION BOARD PROJECT CRITERIA**

DSB LIST # 04-06 **ITEM #** 3 **DSB PUBLIC NOTICE DATE** 4 August 2004

LAST DATE FOR FILING APPLICATION IS: 25 August 2004 at 2:00 PM

The Board recommends applications to be submitted by any of the following firms:

(<input checked="" type="checkbox"/>)	Architect	()	Engineer
(<input checked="" type="checkbox"/>)	Architect/Engineer (A/E)	()	Other:

PROJECT NUMBER: **TRC0305 HC1**

PROJECT TITLE: **Roofing, Window & Exterior Wall Repairs**

PROJECT LOCATION: **Western Worcester District Courthouse, East Brookfield, MA**

APPROPRIATION SOURCE: **Chap. 203 of 1988, 0330-8890; Chap. 189 of 1998, 0330-2208**

AVAILABLE AMOUNT: **\$26,644,243.52**

ESTIMATED CONSTRUCTION COST: **\$900,301**

TOTAL FEE, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

*See page 4 for final fee determination by the Division of Capital Asset Management and Maintenance (DCAM) per M.G.L. C.7, §38G(a).

(☒) Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, **\$102,000**
§38G(a) _____ Dollars

IMMEDIATE SERVICES AUTHORIZED:

- (☒) SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS
(☒) DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS
(☒) CONSTRUCTION PLANS AND SPECIFICATIONS
(☒) ADMINISTRATION OF CONSTRUCTION CONTRACT
() OTHER:

MBE/WBE PARTICIPATION:

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged .

N.B.1: DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

N.B.2: DCAM customarily compensates the Designer during the Design Phase 15% of the Total Fee at Approval of Schematics, a total of 30% of the Total Fee at approval of Design Development Documents, a total of 70% of the Total Fee at Approval of Construction Documents, and a total of 100% of the Total Fee upon Final Acceptance of Project.

N.B.3: Cost estimates will be presented in both Unifomat and CSI (16 Division).

APPROPRIATION LANGUAGE:

Chapter 203 of 1988, 0330-8890: “studies and designs, and the preparation of plans . . . [for] construction . . . of buildings for court facilities”; Chap. 189 of 1998, 0330-2208: “for . . . plans, specifications, construction, renovation, reconstruction . . . [and] repair of courthouse facility projects”

GENERAL SCOPE OF WORK:

Design and construction administration for removal and replacement of throughwall flashings, repair of cracked and spalled brick masonry units, add control joints, remove and reset precast stone headers and copings, roof repair/replacement, new louver assemblies, and replace damaged ductwork insulation and base flashings.

APPLICANTS ARE ALSO URGED TO REVIEW AND BECOME FAMILIAR WITH THE SUPPLEMENTAL DOCUMENTS WHICH ARE AVAILABLE ON THE WEB AT: www.mass.gov/cam.

1. “Instructions for Designers,” Form 9, Division of Capital Asset Management, 6 June 2003
2. “Sustainable Design” (Appendix N), Form 9, Division of Capital Asset Management, 6 June 2003

THE SCOPE OF WORK FOR THE PROJECT HAS BEEN DEFINED IN THE CERTIFIED STUDY, WHICH IS AVAILABLE FOR INSPECTION AT THE DESIGNER SELECTION BOARD, ROOM 1609, McCORMACK STATE OFFICE BUILDING, ONE ASHBURTON PLACE, BOSTON, MASS. 02108.

1. **TRC0305 HC1, Building Envelope Condition Study and Leak Testing, Western Worcester Trial Court, Gale Associates 12/1/03.**

As per C.164 §331 of the Acts of 1997, and the DCAM “Sustainable Design Building Guide,” the designer will within the basic design fee recommend energy efficient alternatives, at least one of which shall meet minimum LEED “certification” standards, and the use of resource efficient materials.

CONDITIONS OF THE DSB FOR THIS PROJECT:

Current or updated Master File Brochures must be on file with the Board. Applicants agree to execute the standard contract for Designer’s Services DCAM Form C-2. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer’s contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. A greater amount may be negotiated or specified in this advertisement.

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB 2000 APPLICATION REV 2/04.

1. Architect

If the Prime is to fulfill any of the sub-consultant roles above, so indicate on the organizational chart.

The Architect is to be registered in the Commonwealth of Massachusetts.

APPLICATIONS WILL BE EVALUATED BASED UPON WORK LISTED ON DSB 2000 APPLICATION REV 2/04 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:

1. Exterior Envelop-Roofing/Windows/Exterior
Wall Flashing/Caulking